DOCUMENT RESUME

ED 048 569 AC 010 159

TITLE	Manual for Volunteers in Adult Corrections.
INSTITUTION	Washington State Dept. of Social and Health Services, Olympia.
PUB DATE	Nov 70
NOTE	43p.; Second Edition.
EDRS PRICE	EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS	Adults, Citizen Participation, Community Attitudes, *Correctional Rehabilitation, Corrective Institutions, Criminals, *Friendship, Interpersonal Relationship, Nonprofessional Personnel, Parole Officers, *Prisoners, Probation Officers, Qualifications, *Role Perception, *Volunteers
IDENTIFIERS	*Washington State

ABSTRACT

Washington is one of the pioneer states in the use of volunteers in the rehabilitation of persons convicted of crimes; at present over 500 private citizens are working with adult offenders and the division's correctional staff, inside and outside of the institutions. This manual was prepared to be of use to them, and to professional workers in the field. It provides information on the criminal justice system in Washington state, qualifications for volunteers, their roles, and working with the offender within the institutions or when he is one parole. The State Offices of Probation and Parole are listed and there is a glossary of terms. (EB)

State of Washington

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

DIVISION OF INSTITUTIONS

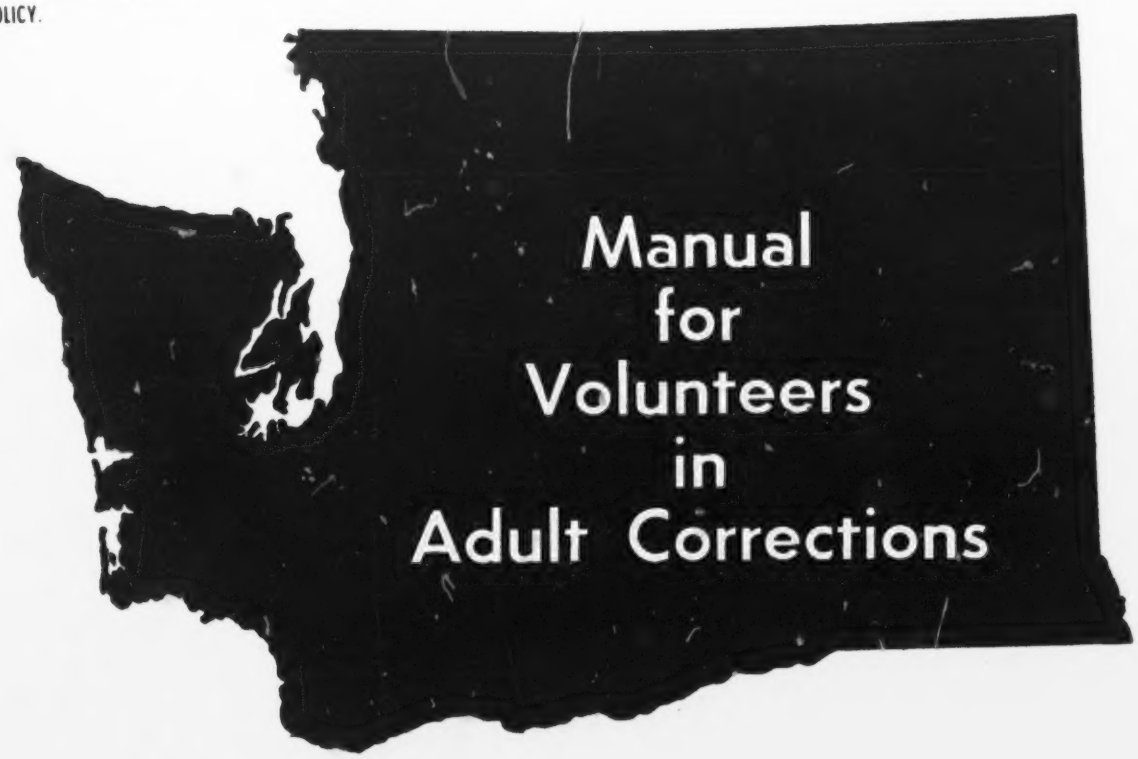
OFFICE OF PROBATION AND PAROLE

Olympia

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

ED048569



Manual for Volunteers in Adult Corrections

NOVEMBER 1970

(2nd Edition)

AC010157

2

ED048569

STATE OF WASHINGTON

Office of the Governor

OLYMPIA

DANIEL J. EVANS
Governor

My Fellow Washingtonians,

The past several decades have certainly brought some radical changes and realizations in the field of corrections. Perhaps the most important lesson that we have learned is that government can establish a direction but it cannot construct the solutions of the decades to come. On the other hand, private enterprise and free labor can build, but they cannot write and administer the laws which create profit opportunities and business incentives. To this, now we are adding the most important ingredient of all; the powerful contribution of the individual citizen, the citizen who sees in the commitment of service our best hope for the nation.

It is in individual service that the hidden assets of America lie; the community of citizen volunteers who give of their time, their talent and their education to the advancement of our country and its people. There are few so young and none so old that their abilities cannot find a need or their interests an outlet in working with a former offender on the responsibilities of renewed citizenship.

It is through this great partnership of committed service that we can ultimately fulfill our American Dream.

Daniel J. Evans
Governor

The preparation of this document was aided by the Washington State Planning and Community Affairs Agency through a Federal Grant from the Law Enforcement Assistance Administration of the U.S. Department of Justice, authorized under Title 1, Public Law 90-351.

INTRODUCTION

The Office of Probation & Parole is pleased to present a **Manual for Volunteers in Adult Corrections.** The manual is not intended to provide specific answers to all situations that might arise, but we believe it will answer many of the questions citizen volunteers may have about working with offenders, and will serve as a practical guide for both professional and lay workers in the field.

Washington is one of the pioneer states in the use of volunteers in the rehabilitation of persons convicted of crimes, and it is our sincere hope that through the involvement of responsible citizens in the correctional process one of the major obstacles to rehabilitation, namely, community acceptance, can be overcome.

At this writing over five hundred private citizens are working with adult offenders and the division's correctional staff, in and out of the institutions. As the program expands we anticipate that it will become one of the most important parts of the total criminal justice system in Washington State.

Ellis Stout, Chief
Office of Probation & Parole

September 1970

STATEMENT OF THE ASSISTANT SECRETARY

Within the last half of this century the field of adult corrections has been undergoing radical changes in concepts of treating the offender. One of the important concepts to be incorporated in the program of the State of Washington is that of community involvement in the correctional process. This is taking place in several ways. Volunteer sponsors, meeting individually with men and women committed to our adult correctional institutions, are providing friendship, warmth, and human understanding, so often missing in the life histories of offenders. State sponsored probation and parole community councils and private agencies are recruiting volunteers who assist probation and parole officers in the treatment of those released from prison and those who have a probation responsibility to the courts. Service organizations are taking an active role, both inside and outside of correctional facilities, as they endeavor to become more involved in the rehabilitation of offenders. It is the hope of the Division of Institutions that concerned and interested citizens throughout the state will consider giving their time and talent to this worthwhile effort.

William R. Conte,
Assistant Secretary
Division of Institutions

September, 1970

TABLE OF CONTENTS

Page

INTRODUCTION iii

STATEMENT OF THE ASSISTANT SECRETARY v

SECTION I
Overview of Volunteer Work in Adult Correctional Programs 1

SECTION II
The Correctional Cycle in Washington State 3

SECTION III
Who Should Volunteer 9

SECTION IV
Volunteer Roles 11

SECTION V
Working With the Offender 15

SECTION VI
The Volunteer in the Institution 21

SECTION VII
Offices of Probation & Parole and Adult Corrections 25

SECTION VIII
Appendix 31
Suggested Readings 33
Glossary of Terms 35

SECTION IX
Notes 42

Section I

OVERVIEW OF VOLUNTEER WORK IN ADULT CORRECTIONAL PROGRAMS

The main thrust of western man's reaction to crime and to the criminal offender has been in the direction of increased humanitarianism. We needn't go far back in recorded history to find examples of capital punishment for what we today consider minor offenses. Banishment and use of penal colonies extended into the twentieth century, and the concept of the prison as a place of penitence or reformation is not much more than a hundred years old. And it has been even more recently that we have come to realize that imprisonment, of itself, does not make the prisoner penitent, does not reform him; he can be prepared for freedom only by comprehensive vocational, academic, and recreational programs. Growing focus, then, has been placed on the idea that, in as much as criminal behavior takes place in the community it is in part a product of the community; and since the offender in most cases will eventually return to free society, meaningful treatment can most logically take place in that context. Probation and parole are society's efforts to provide guidance, treatment and control to the offender as he lives in his community.

The comparatively recent growth of volunteer programs in corrections has brought correctional practice to full circle. Early prison reforms in England and the United States were not initiated by "professionals"; They were the work of volunteers. In like manner, volunteers first provided supervision to released prisoners as members of the "Philadelphia Society for Alleviating the Miseries of Public Prisons," as far back as 1822. A few years later, in 1841, another volunteer, John Augustus, a wealthy Boston shoemaker, became the first probation officer when he paid bail for the release of a drunkard and succeeded in helping the man to sobriety and return to productivity.

Volunteers, then, played major roles in the development of corrections. That the jobs were subsequently taken over by "professionals," and that volunteers ceased to play major parts in the field, is certainly no credit to the field.

The rapid changes in our society which have taken place since the Second World War have been accompanied by an alarming increase in our crime rate. It has become apparent that "professionals" cannot be recruited and trained in sufficient numbers to cope with the problem. And it has become even more apparent that citizens can no longer leave the job to the paid professional; that they have a vital stake in the correctional process, and that they must become involved with offenders who will, after all, one day become their neighbors.

Credit for a large part of current volunteer activity in corrections must go to Judge Keith Leenhouts of the Royal Oak, Michigan, Municipal Court who established a program involving citizen volunteers with offenders processed by his Court, in 1960. The program was so notably successful that similar programs are now being established all over the country. Citizens, recognizing that they can personally do something to help, are volunteering. They are becoming "involved" in the war on crime.

The State of Washington and the Division of Institutions in keeping with a conviction that maximum citizen involvement in all phases of government is the essence of a working

democracy, welcome you, the citizen volunteer, to the challenge and the opportunity of working with the offender in our society, with the following statement of belief:

*Man, in his infinite variety, is capable of change;
*Lasting change cannot be imposed from without, but must come from within the individual;
*Motivation for change is most likely to come about through positive relationships with other human beings;
*The citizen-volunteer, offering his friendship, his time, and himself can provide the personal relationship through which the offender can be helped to find his way back to the free community.

Section II

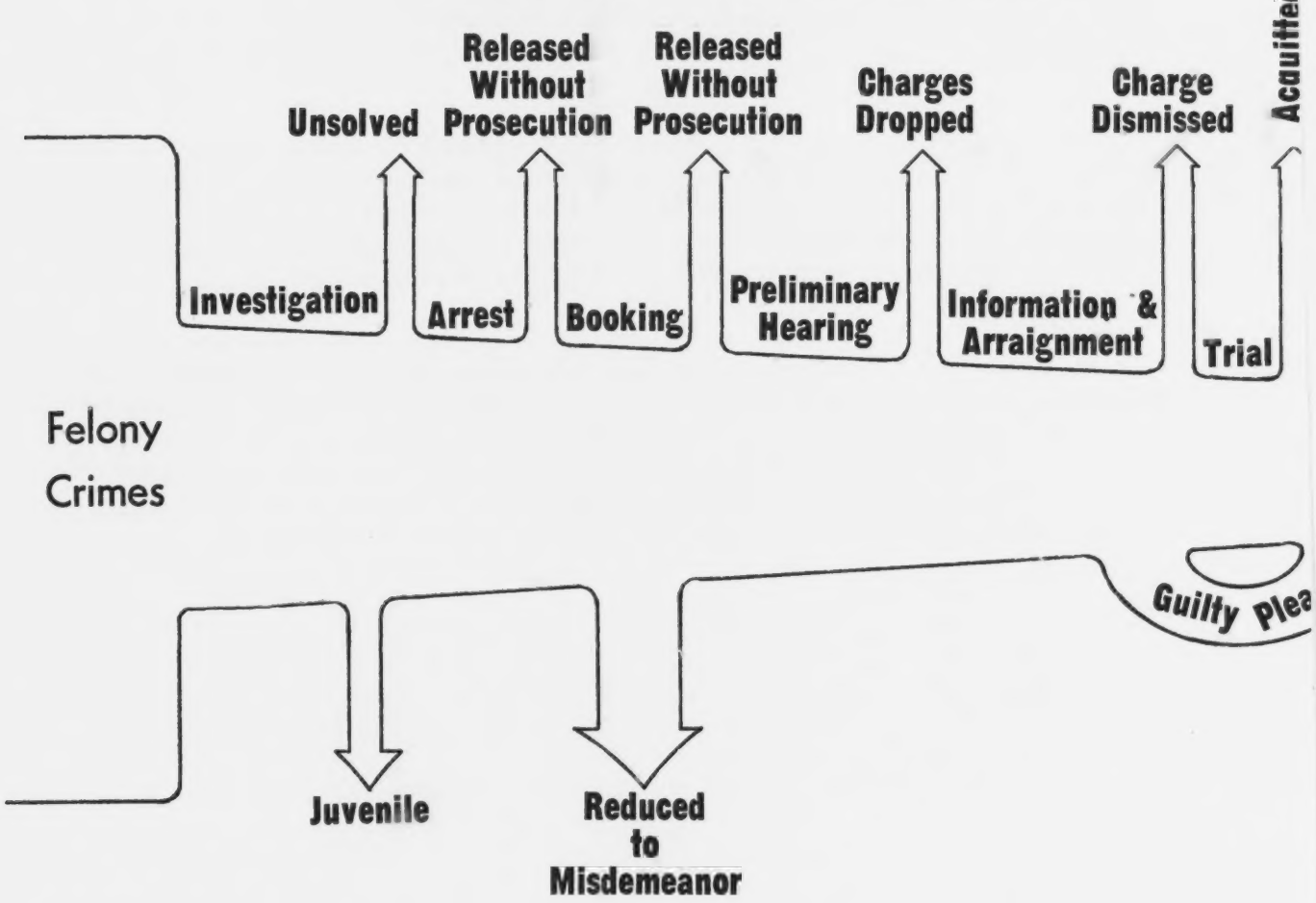
THE CORRECTIONAL CYCLE IN WASHINGTON STATE

Traditionally the responsibility for correctional programs in any given community has been assumed by a relatively small group of "experts", i.e., correctional people, law enforcement officers, attorneys, and court personnel. The general public has largely been isolated from the problems as well as the aims of the correctional process. As a result citizens have tended to look upon the process with some suspicion. And too frequently this has been translated into lack of support for programs and facilities.

The growth of citizen interest in the crime problem holds forth promise to change all this. Volunteers are becoming aware that they have a personal stake in corrections. Through personal involvement with offenders and their contacts with the several parts of the correctional apparatus, they are becoming knowledgeable. With a broader base of understanding in the community, laws and correctional procedures cannot but be improved.

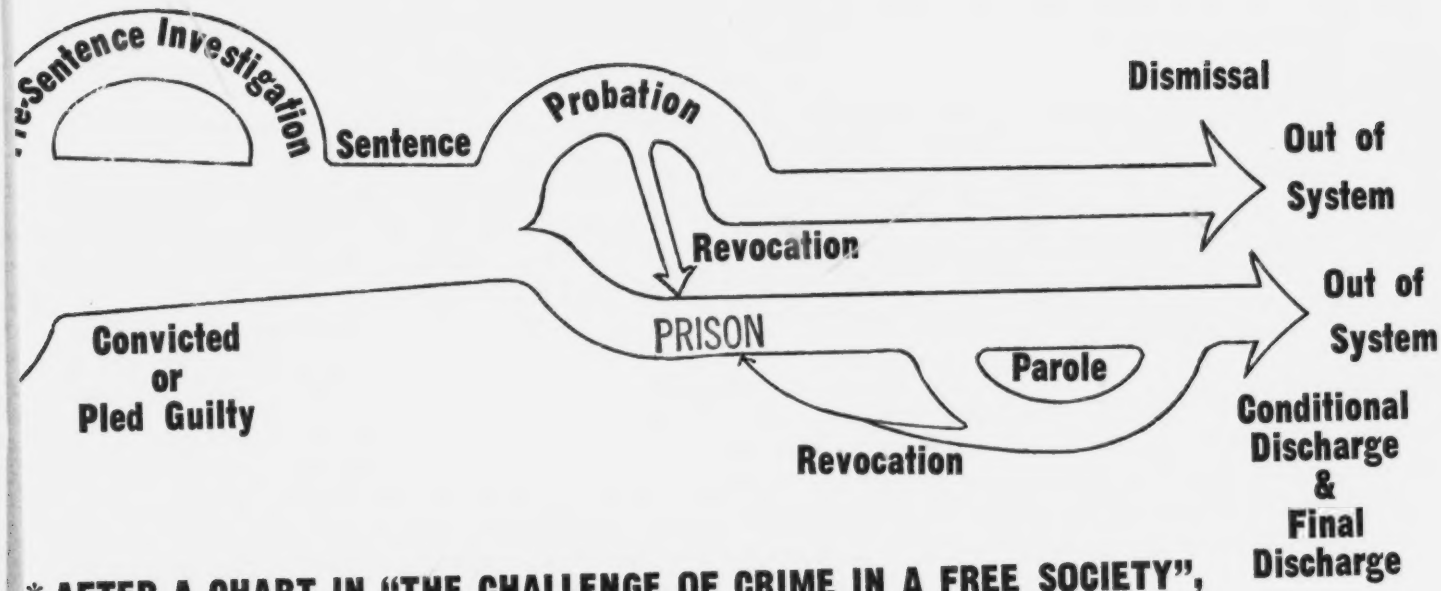
The volunteer cannot approach understanding of the offender with whom he works however, without some understanding of the events through which he has passed on his way to the institution, or to parole or probation. Let's take a look at the "system" of criminal justice for the adult felon in Washington State. It will be helpful in reading this section if the volunteer will first study the flow chart on page 4, and refer back to it periodically. The volunteer is asked to try to see each part of the system as leading up to the part that follows so the entire system in effect "flows" from one part to the next, and from beginning to end.

CRIMINAL JUSTICE SYSTEM IN



WASHINGTON STATE*

Courts Corrections



* AFTER A CHART IN "THE CHALLENGE OF CRIME IN A FREE SOCIETY", President's Commission on Law Enforcement and Justice.

While the total correctional system embraces not only felonies but also misdemeanors and juvenile offenses, we will concern ourselves only with persons convicted of felonies. A felony, it will be recalled, is punishable by a sentence to prison or in extreme cases, by death.

Looking at the chart on page 4, we will consider that the large area at the left represents all of the felonies committed in a city in a given time period. We know that many felonies are not reported to police so our graph narrows quite abruptly to represent those which are reported. Brackets at the top of the page indicate that this first area of activity belongs to the police and their first task will be investigation of reported felonies.

As a result of police investigation a certain number of cases will be found to have been committed by juveniles and will be referred to juvenile authorities. Also, investigation will fail to uncover sufficient clues to justify arrests in some crimes and these will be listed as "unsolved", causing the trunk area to narrow still further. After police investigation a substantial number of arrests are made, but following interrogation a proportion of persons arrested are considered innocent and they are released without prosecution. The chart narrows as these persons also leave the system. A relatively small number then, are actually booked into jail on felony charges.

When the arrested person is booked into jail, investigation continues as police gather evidence for prosecution. Added investigation may fail to turn up sufficient evidence to prosecute, or may establish the innocence of some who have been arrested and booked. These persons are released and the trunk area continues to decrease in size. We now have left in the system a number of persons against whom sufficient evidence has been gathered by police to justify prosecution. These cases are presented to the prosecutor and the police function, for the time being, is finished. The bracket at the top of the chart indicates we are now entering the area of prosecution.

In Washington the prosecuting attorney may file charges either in Justice Court (a misdemeanor court), or he may take the case directly to Superior Court. The Superior Court has jurisdiction over all crime categories. The chart assumes the prosecutor files in Justice Court. A preliminary hearing is held to determine whether, in the judgment of the court, there is sufficient evidence to pursue felony charges. At this point the Justice Court may (1) dismiss the case outright (2) determine that the charge should be reduced to a misdemeanor and be heard at that level or (3) bind the case over for trial in Superior Court. As can be seen from the chart, some persons leave the system following preliminary hearing because charges are dropped, and others because charges are reduced to a misdemeanor.

A considerable number of persons have now left the system. For those remaining, prosecution will proceed in one of two ways, represented on the chart by a split in the flow. Most will be charged by means of an "information" or formal accusation of the crime by the prosecutor on behalf of the citizens of the State. Following presentation of the evidence by the prosecutor during the arraignment process, the court may choose to dismiss the charges and these persons also leave the system.

The relatively small number of persons remaining now stand guilty by their own plea or by jury verdict. We see by the chart that we are still in the overall court section of the criminal justice system, but that a sub-system may also be involved at this point. A probation officer may be asked by the court to complete a "Pre-Sentence Investigation" of the defendant; his

background, his prior crimes, current attitude, family, and so on. In short, the probation officer will be asked to evaluate the desirability of placing the defendant on probation and to recommend either for or against this action. The chart depicts the temporary separation from the main system of those on whom pre-sentence investigations are ordered.

We come now to the sentencing phase of the primary court function. The chart shows that the court will take one of two courses. It will either grant probation, or it will sentence to an institution. At this point the individual enters the "corrections" phase of the criminal justice system.

It can be seen that some persons who are granted probation may have their probations revoked by the court for violation of the conditions of their probation. These are shown as joining the group who were sentenced directly to prison during the probation consideration phase. The bulk of the group granted probation however, are shown as completing their probationary terms, coming again into court and receiving a dismissal, thereby leaving the system.

The chart shows that some persons remain in prison until expiration of their sentence and leave the system at that time. Actually, very few persons in our State are released in this manner. Over 98% of those committed are granted parole. These are represented in the lower loop. Of those granted parole some (approximately 40%) offend again and are returned, against the flow, to prison. About 60% complete their parole period satisfactorily, are discharged from supervision by the parole board, and also leave the system.

Thus, we see that the criminal justice system is made up of several distinct areas of specialization: police, prosecution, courts and corrections. As each area or sub-system works with the offender, it sets the stage for the next. Some offenders proceed quite directly through the system. Others are diverted from the main stream temporarily to rejoin it later, and others may be recycled, going back as it were, to start again at an earlier point.

The volunteer is urged to supplement the information in this section of the manual with personal observation of the various segments of the criminal justice system in his own community.

Section III

WHO SHOULD VOLUNTEER?

How old should the volunteer be?

Age, perhaps, is the least important consideration as to who should offer his service. The volunteer will be working with an offender whose adjustment has been faulty in one or more areas, and it only makes good sense to look for persons who have achieved healthy adjustments within themselves and with others around them. Maturity, rather than chronological age, is the primary consideration. Using maturity, then, we may find an eighteen or nineteen year old with more to offer the offender than another person twice that age.

What about character, experience and personality?

Generally, the volunteer should be a person old enough to have encountered and solved some of life's common problems; a person secure in himself and in his external relationships. He should be able to view himself honestly, and his typical approach to living must be based on reality and honesty. Regardless of his age, he must have the ability to tolerate frustration and disappointment, yet be able to take and hold a position of firmness without being rigid. He must be able to admit to error in himself and to understand it in another, while maintaining a clear expectation of improvement. He must be able to say "no" without seeming unreasonable. He must have a healthy and appropriate sense of humor. He must be free enough of personal problems that he has psychic energy to devote to the problems of others.

How important is a good education in the volunteer?

Education, like age, is a secondary consideration. While a good education may give the volunteer added insight into himself and others, it is certainly no guarantee of effectiveness. Of much more importance is the volunteer's stability, his willingness and ability to be of help, and his maturity.

Offenders, like others, vary in terms of their educational attainments as well as their I.Q.'s. Education may be one of the items considered in the process of matching sponsor to offender, but volunteers are needed from all social, economic and educational levels. The self-made man of limited education is needed just as much as is the man with formal training.

Can the Volunteer have an arrest record?

Yes. Thinking has changed about this too. Since we take the position that people can change, we must be prepared to acknowledge the change when it takes place. While one need not have been a burglar to work successfully with a convicted burglar, the ex-offender who has rebuilt his life may have a vast fund of personal experience and strength which he can offer to the parolee or probationer. Once again, the important things are the volunteer's stability, his integrity, and his unselfish desire to be of help. These qualities are to be found in ex-offenders as well as in those who have no record of arrests.

Should a Volunteer be a religious person?

He can be devoutly religious, or he may profess no religion at all. Basic human qualities have already been mentioned. These are found in both the religious and the not-so-religious volunteer. Personal religious convictions and church attendance are the private business of the volunteer. They are also the private business of the offender, except as they may bear on his

total adjustment. It is important to stress, however, that the relationship which develops between volunteer and offender has no place for proselyting activities on the part of the volunteer. He may not use the relationship to "convert" the offender, to "preach" to him, or in any way influence him to religious activity beyond his own inclinations. This is not to say, of course, that the offender may not be encouraged to follow through with any religious interests he may already have.

Can retired persons serve as Volunteers?

Yes. There are many vigorous, alert retired people whose accomplishments, interests, and available time may make them fine candidates for sponsorships. A word of caution is in order, however, in that nearly all offenders are of an age when they are at the peak of their mental and physical powers. They are active, aggressive and mobile. Sponsors must have both physical and emotional stamina, and must also be flexible. To relate completely to the offender, and to do a good job, can be extremely trying.

Should a "family man" apply?

Definitely! As a matter of fact, assuming a person's family responsibilities allow him the time, he is likely to be an excellent sponsor. A family man should, of course, carefully consider what his sponsorship is likely to mean to his family, and he should not undertake sponsorship without full approval of his spouse. Experience has shown that sponsorships undertaken by husband and wife as a team, or with the participation of the entire family can be very effective, particularly for the offender who has no family ties. In some such situations the offender becomes, in a sense, a member of the family. Of course the sponsor, in such a situation, should carefully take into consideration the age and sex of any minor children in the family as well as the opportunities for repeated offense presented by the family makeup.

Are there any opportunities for other than one-to-one sponsors?

Yes. Some persons who may feel they do not have the time required for intensive work with an offender may have skills in specific areas which can be placed at the disposal of groups of offenders. For instance, a banker may make himself available for one night per week for a period of time for instruction and counsel on budgetary and financial problems of a group of offenders; an attorney may set up a course of instruction for another group on problems of contractual, or installment buying, or a professional group worker may offer his services as leader of a group of offenders for therapeutic purposes. There will be an ongoing need for people with special skills in several areas; their applications are invited.

Section IV

VOLUNTEER ROLES

It is assumed that the volunteer, offering his help, comes well motivated. That is to say he does not seek to serve his own ends in the course of his relationship with the offender. Rather, he recognizes the offender's need for a personal relationship with another human being, and he stands ready to meet that need.

Other motives, less altruistic, can be the basis for one person volunteering to help another. And the volunteer may not, himself, be aware of the need which prompts his offer of help. An example may be the person who has defective authority relationships himself, who fulfills an unconscious need to exercise authority through his relationship with the offender, even though he has absolutely no authority over him. Or another person may have repressed impulses to misbehave in one manner or another, and sees in the offender an opportunity to experience, vicariously, the expression of his own repressed desires. These are mentioned, not because they are frequently the case, but to illustrate the importance of each volunteer's examination of his own motives. If he finds that he may be gratifying some need other than to be of service to another he should reconsider his offer. Otherwise he will probably do more damage than good.

The volunteer is asked to provide friendship to the offender. Or perhaps, since he is making a deliberate offer, we might refer to the relationship as "guided friendship." We would suggest, in calling the relationship "guided friendship" that it has purpose (assisting the offender to rejoin the community) as opposed to other friendships we have which may develop spontaneously. Let us examine some of the roles the volunteer may fill in the course of his "guided friendship" with the offender.

Contact with "free society":

A person who is serving a sentence in a correctional institution lives daily in an artificial society. His contact with the free world is restricted to letters, to infrequent visits from approved visitors, and to newspapers, radio and television. Prisoners who regularly receive letters or visits from friends or relatives generally are not those who request a sponsor. The volunteer may assume therefore, that he will be a very significant contact with the "outside world" for the offender who requests and accepts his sponsorship. Indeed, apart from correctional staff, the volunteer may be his **only** contact with free society. The volunteer's function for the imprisoned offender then, will include maintenance of his ties to the world outside the prison through personal visits and letters between personal visits. Through his sponsor, the prisoner can feel himself less alienated from free society during his incarceration, with obvious consequences to his chances for successful parole when the time comes.

Aid in parole planning:

Friends and relatives of persons in prison are usually actively engaged in helping with plans and arrangements for parole. Such planning is extremely vital to actual release from the institution and positive, forward-looking help from outside the prison is reassuring. For the prisoner who has no friends or relatives upon whom he can call for such help, prospects for a solid parole plan are bleak. He must depend upon letters written to possible employers? or he must settle for a "mission" type placement which he can only see as confirmation of his hunch that he is friendless. The volunteer can fill this gap for the sponsored prisoner by assisting in the

parole planning process. Either alone, or working in concert with the probation and parole officer, the volunteer can be instrumental in locating employment and housing for the prospective parolee. It goes without saying that this kind of service is a very real service, and it can go far to cement the relationship between offender and volunteer in preparation for the coming parole.

Transporter:

In some circumstances the volunteer will have established his relationship with the offender while he was an inmate of one of the state's penal institutions. As part of his work in facilitating the offender's re-entry into the community, the volunteer may pick the parolee up at the institution and provide transportation to his new location. He may then follow through by providing transportation for work and other purposes until the parolee has become sufficiently established to be able to fend for himself. This type of service might be termed "concrete help." As to the appropriateness of providing such service the volunteer might be guided by a rule of thumb applicable to many situations in his relationship: *provide only those services which the offender cannot provide for himself.* To do otherwise goes counter to our rehabilitative objectives of building strength and independence in the offender.

Employment Resource:

The volunteer is an established person in his community. As such he usually will have personal or business contacts which can be used in the offender's behalf in locating suitable employment. Once again, such help is provided to the offender only if he does not have the contacts and resources himself. The volunteer may also offer his help in choosing employment within the ability of the offender, and paying well enough to satisfy his needs. The volunteer can help the offender evaluate job possibilities and make a realistic decision in his choice.

Social Entree:

Quite often the offender will be seen as having limited social contacts. This will particularly be the case in the person newly released on parole. If the offender has few contacts socially, or if his contacts consist of persons with whom he may get into further trouble, the volunteer can provide a very valuable service by introducing the offender to new, positive, social and recreation outlets. It goes without saying that such introductions are made only after discussions with the offender, and he is under no obligation to follow through. The volunteer can again help by discussing possibilities with the offender and helping him make some realistic choices.

Family Resource:

The offender, not infrequently, has no close family connections and is a "loner" with regard to such traditional family activities as Christmas, Sunday dinners, picnics, etc. To such a person the sense of being part of a family, a member of a close, small group, may be of extreme importance in terms of his sense of self-esteem. If the volunteer is a family man, and if he can comfortably include the offender in the family circle without disturbing other family relationships, he can provide strong incentive to the offender to remain within the law. It goes without saying, of course, that the volunteer must exercise the same discretion in such an invitation that he would in inviting anyone into his family circle. The decision to make the offender "part of the family" should be a family decision, freely and naturally arrived at by all family members. The offender should never be "forced" on the family.

Problem Solver:

Almost by definition, the offender has adopted faulty problem-solving patterns, or he has never developed such skills. Without realizing it, most of us have an orderly approach to the solution of problems. Our approach might characteristically be: (1) problem is identified; (2) possible solutions are considered, with possible consequences, or side-effects of each; (3) the most efficient solution is selected, and (4) steps are taken to put the solution into effect. If the solution selected proves ineffective the procedure is repeated, using what has been learned in the first attempt.

The procedure outlined above is so basic that few of us are conscious of the steps when we use them. The offender may not have mastered this simple routine, and the volunteer can, by going through the procedure with him, teach a valuable skill which, when learned, brings some order to the problem-solving approach, thus lessening the frustration which may lead at times to recidivism. It is important that such problem solving be a joint effort; the offender learns nothing if the volunteer does all the mental work and simply recommends an approach.

Confidant:

As indicated above, the offender is frequently aloof, suspicious, and distrustful. He may tend to think that "everyone has an angle", and he will not "open up" quickly or easily to offers of friendship. He will likely place more value on what is done than what is said. His suspicion stems from bitter experience. He has been hurt in the past in some close relationships. But, in common with all humans, he has a need to relate closely with at least one other human; a person to whom he can confide nearly anything, secure in the knowledge that his confidence will neither be misused or result in lowering himself in the eyes of the other. With this knowledge the sponsor can methodically set about building a relationship of mutual trust and confidence between himself and the offender. It may take time, and it undoubtedly will require lots of patience. But it can be done, and must be done if the sponsor is to make the most of his opportunity to help. Once the relationship has been established, and the offender has someone in whom he can confide, his sense of worth is enhanced, and he tends to conduct himself in a manner consistent with his improved concept of self.

Mere assurances that he can be trusted will not suffice; the sponsor must **DEMONSTRATE** his trustworthiness by being constantly honest, open and consistent in his dealings with the offender.

Frame of Reference:

The sponsor represents the "square" community; the "establishment." Whether he cares to admit it or not, the offender probably harbors a wish for acceptance by, and membership in, this community. It represents all that has been denied him: freedom, dignity, security, and the respect and love of significant people. In many of his dealings with the community he has been ostracized and regarded with contempt or fear. His communications with the community have been spotty, at best.

The sponsor, who has no authority over him, can become his means of learning how a "square John" reacts to things; how he faces crises; what his values are. In short, after the relationship has been established, the offender may come to measure his thinking and his actions against those he observes in the sponsor. He uses the sponsor as a frame of reference in building a new set of values. And this is precisely what Corrections is all about.

Section V

WORKING WITH THE OFFENDER

Who is the offender?

The common stereotype of the offender frequently has him a tough aggressive individual with assaultive potential; or a furtive, sneaky person ready to take anything not nailed down. There are, to be sure, individuals who may fit quite precisely into these two stereotypes. But one is more likely to find that the offender is, in many ways, indistinguishable from the "man on the street"; that he is unique only in that he has been convicted of a felony.

He is likely to be between the ages of 19 and 35. He is likely to be unskilled, a school dropout, but inclined to be unrealistically optimistic regarding his future, despite these deficiencies. He is last to be hired and first to be layed off the job. He marries young, and his marriage has less chance of success than that of his non-offender brother. He changes residence quite frequently and when he moves he leaves more bills unpaid than his free counterpart.

He is more inclined to suspicion of others' motives than is the average, tends to project blame for his failures on others, but his IQ is usually every bit as high as that of the man on the street. His unhappy experience with those in authority from childhood on have left him resentful of anything having the aura of authority, yet he respects, and responds to, directness. He prefers to "hear it like it is", but he is not above some deviousness in his dealings with persons who can be of use to him.

He has difficulty in forming close and lasting relationships with others and he is much more impressed with actions than with words. He may speak scornfully of the "square world", but chances are he would like to have full membership in it. He has the same need for love, security and for happiness that we all have; and he is prey to the same fears and worries that plague us all. He has claim to dignity and he is capable of change if he can be motivated to desire it and to work for it. He is likely to be your next-door neighbor if he is not your son, your father or your brother.

Meeting the offender.

Whether the meeting takes place in the institution or in the parole office, the first order of business is obviously to get acquainted. Both sponsor and offender are likely to be a trifle uneasy, the sponsor because he is undertaking a new function with whatever emotional connotations that may have for him and the offender because he wishes to be accepted and may fear some rejection. The offender's anxiety may make him seem unduly talkative and assertive, or it may take the form of the other extreme: shyness or silence.

It is a good idea to follow the lead of the offender, if he takes the initiative in choice of topic, go along with him. If he seems unwilling or unable to do this the sponsor can put him at ease by asking him a few questions about himself. Unless he brings up the subject first, it is wise to avoid discussion of the offense for which he was convicted. He may wish to discuss this with the sponsor later, but it may prove embarrassing this early in the relationship. The sponsor should strive to be natural, communicating to the offender in every way his interest in him as an individual. Most important, perhaps, is the sponsor's willingness to listen and to respond. Again, be natural and don't try to rush things along. Let the offender set the pace and the mood. Before the meeting is terminated be sure to agree as to time and place of the next visit.

16

Building the relationship.

In the early stages of the relationship there may be some emphasis on concrete help for the offender. He may need transportation to his residence, or to look for work. If at all possible, the sponsor should provide this service personally, remembering that what he does counts far more to the offender than what he says. This kind of help should be provided cheerfully and without stint, but with the implicit understanding that it will terminate once the offender is on his feet; that he is expected to do these things for himself as soon as possible.

Some testing may be expected in the early stages. The sponsor has indicated his willingness to be a friend, to help out. Just how much a friend? How much help? The offender may try to find out in many ways. For example, he may ask to borrow the sponsor's car, or he may ask for a loan of money or for co-signature on a loan. It is not too early to begin evaluating the basis for such requests and anticipating the possible consequences. Few people would loan their car or money to an acquaintance of a few days, and a denial of the request couched in these terms will be understandable and probably acceptable to the offender. Such a response has one other advantage: it is entirely honest. Any reasonable request for service can probably be fulfilled by the sponsor, however. Experience has shown that it is not wise to loan money to persons under supervision if it can at all be avoided. The sponsor should be aware that the parolee can apply to the parole officer for a loan from a fund set up for that purpose. The keynote of the relationship in the early stages, as far as the sponsor is concerned, should be continued interest in the offender, readiness to provide help of concrete nature, and evidence that he desires to continue the association on a close, long-term basis.

As the association continues, many occasions may arise in which the sponsor may ask himself "what should I do now?" In anticipation of some of these, a few components of the guided friendship will be considered.

Some important considerations.

Some tangible services rendered by the sponsor have been discussed earlier. But these are generally characteristic only of the early stages of the sponsorship. As the association builds, other, less tangible, components of the relationship assume primary importance.

Honesty

If one word could be said to represent the spirit of sponsorship, the word would be *honesty.* The sponsor's main guide in his dealings with the offender is honesty. He doesn't dissemble, he doesn't conceal, he doesn't "beat around the bush." He states, early in the association, his intent to proceed on that basis, and he then demonstrates that he means it by the approach he maintains. It is possible to be honest without being crude or brutal, and by his adherence to the principle of honesty in his part of the sponsor-offender partnership, he establishes the expectation that the offender will deal with him in like manner. An honest, open manner cannot be overemphasized; offenders, when asked what qualities are most desirable in their eyes, invariably head the list with directness. Any deviation from honesty and directness in the sponsor will probably be taken as confirmation of a suspicion that "square Johns" are not to be relied upon. And the offender *must* be able to rely upon his sponsor.

Consistency

In the hierarchy of traits deemed important by the offender, consistency ranks high. If we consider that part of the offender's difficulties stem from his inability to observe behavioral limits, we must assume his learning was faulty in this vital area. The parent who disapproved

one day and either ignored, or approved the next, gave confusing messages, and it is not surprising that the offspring failed to get a clear picture of approved behavior. Since consistency has been missing during significant periods in the offender's experience it must be provided now. Perhaps the best guarantee of consistency, as far as the sponsor is concerned, is to always deal from a position of honesty.

Fairness

It is to be doubted that a sponsor will ever deal with the offender in any but a fair manner, but the sponsor whose patience has been sorely tried, and who may feel his efforts have not been appreciated, may be tempted to take a rigid position in some situations in his work with the offender. He must strive to keep a corner of his mind free at all times for the purpose of checking himself to be certain that he is being fair, not arbitrary, in an area of disagreement with the offender.

This matter of authority.

We have touched briefly on the almost universal negative response to authority we find in offenders. They are not unique in this regard. All of us have had unpleasant experiences with authority figures at one time or another in our lives, and our reactions vary. Consider your emotional state when, on the freeway, you suddenly spot the flashing red light in your mirror! But most of us have not been crippled by our brushes with authority and we manage to live within prescribed limits with a minimum of conflict with ourselves or others.

But authority is a fact of life, a reality, and the offender must be helped to accept it and to live with it in emotional health. While authority, and the offender's reaction to it, comprise most of his problem, it is almost paradoxical that he can be controlled and helped to adjust only through the judicious exercise of authority. He must have a positive experience with authority.

The probation and parole officer has been vested with authority over the offender. The officer knows this, and the offender is only too keenly aware of it. This fact may constitute an obstacle to the easy development of a relationship of trust and confidence between officer and offender. Skilled officers overcome this, given time.

But it is in this very area of authority that we find the best hope for effective rehabilitative results in the relationship between sponsor and offender. The officer retains authority in the case, delegating none of it to the sponsor (he cannot legally delegate any of his authority to the sponsor) and the development of the relationship between them is not complicated by the authority issue. This is not to say, however, that the sponsor must stand helplessly by and watch the offender blunder into a serious mistake without lifting a hand; a good friend, seeing such a situation developing, will insist on discussing the matter. He will express dissatisfaction with deteriorating behavior, he will urge thought, and try to provide motivation for a return to proper behavior. The sponsor can do these, and he is expected to do them when he becomes aware things aren't going well. His influence over the offender lies in the strength of the relationship which has been established between them. An offender who has come to respect his sponsor will think twice before he disappoints him or ignores his advice.

So the sponsor builds the relationship; he offers help; he assists in the solution of problems; he helps interpret reality; and he encourages healthy social function and discourages unhealthy function by relying on the strength of the relationship between himself and the

offender. Orders, warnings, and other trappings of authority must come only from the probation and parole officer.

Confidentiality.

One essence of a close relationship between two persons is confidentiality. One will not entrust potentially damaging information to another if he fears it will be casually revealed. The probation and parole officer operates on this basis on his work with those under his supervision. But the probation and parole officer cannot fulfill the mandate given him by society by keeping confidential absolutely all information he may get regarding the offender. In specific, the officer is obligated to relay any information regarding uncleared crimes, or crimes about to be committed, to the proper authorities.

At first glance this may seem contradictory: the officer is obligated to relate certain kinds of information about the offender to the authorities, yet he strives to build a relationship of mutual trust and confidence. Actually, there is not as much inconsistency as it may seem. In reality, the officer represents the law-abiding community and he urges a law-abiding philosophy upon the offender. When viewed in this light the officer cannot make himself accessory to any crime by concealing his knowledge about it. But he can ethically promise confidentiality in his relationship with the offender in any area other than that involving crimes committed, or about to be committed.

The officer takes care to make this clear to the offender in his very first conversations with him. Any information regarding past or potential crimes must be relayed to the authorities. In like manner, the volunteer cannot make himself an accessory to crime by concealment, and he must arrive at a definite understanding regarding this in his early contacts with the offender. And, an additional element is added in that the volunteer also agrees to convey to the parole officer with whom he works any information which may indicate, in his judgment, that a crisis may be approaching, or has arrived, in the course of his work with the offender. In simple terms, the volunteer works *with* the parole officer in his efforts to help the offender to a solid adjustment in the community. He does not align himself with the offender in any way to conceal anything of critical nature from the parole officer, or to frustrate or circumvent the conditions set down for supervision, or orders of the parole officer. As must seem apparent, the sponsor and the parole officer must work closely together. If they do not communicate well, if they do not work closely together, the offender's chances for success are damaged.

If Failure Comes.

The philosophy underlying probation and parole is based on a positive assumption not only that the offender has the capacity for success, but that he will succeed. Any assumption short of this cannot help but be communicated to the offender, and weaken his efforts toward success. But parole officers and volunteers must realize that the personal and social circumstances which produced criminal behavior have their roots years in the past as a general rule. It would not be realistic to expect 100% success in all persons on probation or parole. Some of them do not have the strength or the skills needed for a successful adjustment. And some are simply not motivated to work for a change in themselves. Some are very skilled in manipulating others to get what they want, and the manipulation may take the form of very convincing acts, or believable lies. Failures experienced with offenders in these categories are the price which must be paid to provide the benefits of probation and parole to those persons who need them and who can make use of them.

The volunteer, then, must be prepared to accept the possibility of failure, or of ingratitude in the offender with whom he works. He must be able to tolerate many undesirable or unattractive facets of the offender and his behavior without withdrawing his offer of friendship and help. But, in concert with the parole officer, the sponsor must also recognize when the objectives of sponsorship are so unlikely to be fulfilled that the sponsorship must be terminated.

The Contract.

In a very real sense, the arrangements made by all parties in sponsored probation and parole amount to contracts. The offender enters into a contract with the court or the parole board, with certain terms, before he is released. The parole officer has a contract with society in the provision of his services to the offender. The offender arrives at a contractual agreement with the parole officer in the early stages of his supervision; and when the sponsor enters the picture, he enters into a contract with both the offender and the parole oficer.

Few of these contracts are formalized by document, but they are real and binding nonetheless. We are primarily interested here in the contracts between sponsor and offender, and sponsor and parole officer. Implicit in the contract between the sponsor and the offender is the provision of help, friendship, guidance, and understanding. At the same time, it is assumed that the offender will provide good faith, effort, and honesty as his part of the contract.

Between parole officer and sponsor, the officer agrees to provide guidance, clarification and consultation, and the sponsor in his turn agrees to conduct his relationship with the offender in good faith, and in accordance with legal and administrative limitations as set forth by the parole officer.

It is essential that the sponsor arrive at a clear understanding as to the terms of the contracts into which he enters with the offender and with the parole officer. Any doubts must be resolved early in his sponsorship. To this end, it is urgently suggested that a three-way meeting take place between offender, officer and sponsor before the sponsorship in the community commences. Every part of the arrangement should be discussed, including who agrees to do what, when, and under what circumstances.

A Final Word.

Your help as a sponsor is needed by both the offender and by society. Your efforts are both humanitarian and very practical. You are urged to familiarize yourself with all aspects of social problems involving crime, and with the solutions being tried by your community and your state. You are cautioned that your efforts may not meet with success. Poor motivation, indifference, or circumstances may make for failure in your work with the offender. It is hoped that you will make full use of the parole officer's knowledge as you go along, and that you will make an effort to maintain clear and frequent communications with him.

Section VI

THE VOLUNTEER IN THE INSTITUTION

The volunteer who begins his sponsorship while the offender is in prison may feel some initial strangeness which will not be the case for the sponsor of a probationer or a parolee. This will be quickly overcome, however, and it is likely that the relationship between himself and the offender will proceed more rapidly than might be the case if the offender were on parole and had access to others in the free community. It may be of help to the sponsor who is about to make his first visit to an institution to consider beforehand some of the implications of sponsorship.

Institutions: their administration and structure

Washington State has three adult correctional institutions with a fourth, for women offenders, to be placed in service during 1970. The oldest and the largest in terms of population is the penitentiary at Walla Walla. It dates from territorial days and was taken over in 1889 by the State. It has been enlarged and modified several times since.

While the Penitentiary has a current average population of about 1325, its population has been higher in the past. Variations in Court commitments, parole policies and the addition of a new institution have reduced the number of prisoners there. The Penitentiary houses persons whose ages average about 35, and who are considered to require a higher degree of custody than is afforded at either of the other two institutions. In summary, persons are assigned to the Penitentiary on the basis of age, degree of custody needed, and degree of criminal sophistication.

Among the Penitentiary's rehabilitative programs are courses in basic education through high school. College courses are available to inmates by correspondence and training release. Vocational courses offered include a variety of trade skills. Membership and activity in such organizations as Jaycees and alcoholics anonymous are also available to the inmate. A work-release program has been initiated and will be expanded in time.

Until the new women's institution at Purdy is completed the women's quarters are considered an administrative part of the Penitentiary. It is located on the grounds, but just outside the walls of the main institution at Walla Walla. Population of the women's quarters has risen over the years to its present level of between 60 and 90. Limitation of physical plant has made significant programming for women offenders an impossibility, a situation which will be dramatically remedied by the new institution. When opened, a strong community-oriented program will be instituted which will include work and training release, academic training, counselling services, and social training. While accurate predictions cannot be made, it is anticipated that with the availability of good vocational, educational and treatment facilities, the population of the women's institution will rise above present levels quite rapidly. Courts have been generally reluctant in the past to sentence women offenders to the institution because of lack of facilities and program opportunities.

The State Reformatory at Monroe, was completed in 1906. It houses a current average population of around 700 adult offenders. Before completion of the Washington Corrections Center the Reformatory accepted the younger, less serious and least sophisticated offender. It now programs for an age group between those of the Penitentiary and the Corrections Center; an older and more sophisticated offender than usually is handled at the Corrections Center. Average age of the reformatory population is about 22.

The Reformatory offers educational opportunities from the primary grades through high school, plus opportunities for completion of community college courses and a wide array of vocational trade skills. It also offers work in farm industries.

The Corrections Center at Shelton was completed in 1965 and now houses an average population of 435. The center was planned and designed to provide the maximum of training and treatment facilities to the youngest, most treatable and least criminally involved offender. At average age 20, residents of the center are offered educational opportunities through high school, training in several vocations, work and training release, on-the-job training, and educational release. Every effort has been made to provide the optimum of rehabilitative opportunities, and the center is considered to be a national leader in the field of adult corrections.

Not only does the corrections center provide training for those residents retained there; it also serves as a diagnostic unit for all adult males sentenced on felonies or returned to the institution as parole violators. Thus, every male convicted of a felony or returned as a parole violator, goes to the corrections center where a decision is made to (1) keep him at the center for his term; (2) transfer him to the Reformatory, or (3) transfer him to the Penitentiary.

At the present time all women offenders sentenced to State imprisonment are transported directly to the women's quarters at the Penitentiary. When the new women's institution is opened, they will be received there. Persons who have been sentenced to death are also sent directly to the Penitentiary.

The State's four honor camps at Washougal, Clearwater, Okanogan and Larch Mountain are operated for those inmates presenting low custody risk and deemed capable of profiting most from the less structured surroundings of the camp. Operated in conjunction with the State's Department of Natural Resources, the camp residents provide valuable service to the State in land clearing and general maintenance work on state forest lands. While custody interests still prevail, the emphasis is on providing healthful and meaningful work and training to camp residents.

Each of the three institutions is headed by a superintendent who is responsible for the total operation of the institution. Under the superintendent are two major functional areas, custody and treatment, each headed by an associate superintendent. As might be suggested by their titles, the custody associate is concerned with the security of the institution; maintenande of order and prevention of escape. The treatment associate is concerned with programs of training and rehabilitation. In actual practice, these functions overlap so that all staff are directly involved in both aspects of the institution's total program.

Why three institutions?

There are several reasons. Obviously, none of the facilities is large enough to handle all of the institutionalized offenders in the State. In addition, an institution of that size would be extremely difficult to administer. The trend in corrections is toward smaller, community-based facilities.

Modern correctional thinking holds that many programs must be available to the offender for maximum chance of rehabilitation. It is not sufficient that he merely be held for a period of time for "punishment" and released unchanged back into the community. Washington's three

institutions permit substantial diversification and specialization of programs. Regardless of the institution, volunteers are needed an can be of great help to offenders, to the correctional program and to their communities.

The institution as a society

In a real sense one can think of the institution as a society. To a great extent it is self-contained and offers many services to the offender, from food and lodging to medical care. But while we may liken the institution to a self-contained social system, the comparison will not bear close scrutiny. Society's mandate to the institution is two-fold: to hold and to rehabilitate. It is in the former function that the prison society is unique. By its very nature, custody creates pressures on the inmate as well as on the staff. When one considers that several hundred men in their physical prime are confined in one location with sharp curtailment of personal liberty for a matter of months or years, the pressures of living in an institution become more understandable.

Institutional rules and regulations

Each of Washington's adult correctional institutions differs from the others in terms of physical plant, custody considerations, and program content. Regulations regarding visitation and correspondence will vary to some extent to reflect the situation in each institution. Requirements of custody may determine the kind of facilities and regulations for visits between inmates and their visitors. Generally, new institutions provide for visits in more conventional circumstances than may be possible in older facilities. The volunteer may be assured, however, that his visits are welcomed by the institution, and that the best visiting arrangements possible will be provided. The volunteer should thoroughly acquaint himself with regulations concerning visitation and correspondence of the institution in which he will work. Such information is readily available upon request. If he finds any part of the published regulations unclear, he should clarify them in conference with the institution counselor who works with him.

Contraband, in and out

A never-ending source of difficulty in every correctional institution is the movement of contraband. "Contraband" in the broad sense may include any kind of forbidden material or communication between persons inside and those outside the institution. The volunteer is cautioned that he must not, in the course of his work with an offender, carry anything from the institution for delivery outside or vice versa, nor should he carry messages between inside and outside without the approval of the administration.

Considerable emphasis is placed upon the matter of contraband because it may seem like a reasonable request that the volunteer contact the offender's wife, for example, with a simple and innocent-sounding message. But the volunteer should know that legitimate information and materials are easily passed between inside and outside the institution through channels provided for that purpose. Thus, if the offender is concerned about his family, information can be conveyed to him rapidly by his counselor. In brief, the volunteer is cautioned regarding problems of contraband. If he is at all in doubt he should clear any specific questions he may have with the counselor of the person he sponsors.

Some suggested services

We have discussed the components of the "guided friendship" at some length earlier in the manual and it is presumed that the volunteer will proceed to establish this relationship with the offender in the institution. In addition, there may be some specific areas wherein he may be

of service. Incarceration, even in the most progressive of correctional institutions is not a pleasant experience. Society hopes that the period of time the offender is there will be spent in improving his skills, increasing his self-awareness, and in maturation and growth. But the reaction of the person so confined can easily become one of anger, or rebellion and hostility. The volunteer can provide a real service by patiently listening, discussing, interpreting, and generally helping him to adjust to the reality of his incarceration. The resident who cannot come to terms with the fact that he is confined in an institution continues to damage his chances for ultimate success in the community.

Unpleasant as it may be, incarceration can have positive aspects for the person willing to take advantage of institutional programs. High school may be completed during his term, or training in one of several vocational fields can be undertaken. It is even possible for the prisoner to do credit work toward a college degree. The volunteer can help to create in the offender a positive attitude toward self-improvement and growth which can make him receptive to institutional programs. Encouragement on the part of the volunteer may be instrumental in getting the offender involved in a program in the institution which can, for the first time, arm him with a marketable skill upon his release.

We have noted that Washington State has the highest parole rate of the 50 states: in excess of 98%. This means that nearly every person imprisoned will eventually be released on parole. Parole planning should begin in virtually all cases, with the admission process and continue right up to the date of release on parole. The offender, the institutional counselor, the parole board, and the parole officer are all involved in the parole planning process. The volunteer is welcomed to the team, as he can often provide services and open doors which no one else can.

The parole board, when considering a person for release strives for the ideal of a suitable, confirmed job and an adequate place to live. Work is not easy to find, especially for the person who may have no contacts in the outside world. Employment contacts can be made by the volunteer, working in cooperation with the institutional counselor and the local parole officer. Possibly no greater service can be performed, since we know that parole success can often be tied directly to the availability of a good job. Whether the volunteer begins his sponsorship while the offender is still incarcerated or started with a person already on parole or probation, he has a most significant contribution to make.

Section VII

OFFICES OF PROBATION AND PAROLE AND ADULT CORRECTIONS

Your work as a volunteer will always take place as part of a three-way partnership: You, the offender and the probation and parole counselor or institutional counselor. Following, for your information and use, is a brief organizational sketch of the Offices of Probation and Parole and Adult Corrections, with addresses and telephone numbers.

Office of Probation and Parole

The Office of Probation and Parole has responsibility for the supervision of all persons paroled from the State's correctional institutions by the Board of Prison Terms and Paroles and all persons placed on probation by the State's Superior Courts. Like the Office of Adult Corrections, it is an agency in the Division of Institutions of the Department of Social and Health Services.

Operationally, the Office of Probation and Parole is divided into three regions: The Northwest Region, with headquarters in Seattle, consists of King, Snohomish, Skagit, Whatcom, Island and San Juan Counties, and it is administered from Seattle. The Southwest Region, headquartered in Tacoma, encompasses Pierce County and all remaining counties South on the West side of the Cascades, plus Clallam and Jefferson Counties. The Eastern Region is made up of the entire Eastern part of the State and is administered from Spokane. Addresses and telephone numbers of Probation and Parole Offices are:

STATE CENTRAL OFFICE

900 United Pacific Bldg.
1000 Second Avenue
Seattle 98104
464-7966

NORTHWEST REGIONAL OFFICES

212 Commerce Bldg.
Everett 98201
AL 9-8521

Everett Office
212 Commerce Bldg.
Everett 98201
AL 9-8521

Edmonds Office
22617 76th West
Edmonds 98020
778-3115

Mount Vernon Office
214 Matheson Bldg.
Mount Vernon 98273
336-5458

Bellingham Office
320 Herald Bldg.
Bellingham 98255
RE 4-3010

ADDITIONAL NORTHWEST REGIONAL OFFICES

Seattle Office
918 Smith Tower
Seattle 98104
464-7950

Northgate Office
9501 5th N.E.
Seattle 98115
LA 4-8282

Broadway Office
200 Broadway
Seattle 98122
464-6565

Bellevue Office
612 104th Ave., N.E.
J. S. Ditty Bldg., Suite 211
Bellevue 98004
GL 5-2191

Burien Office
924 S.W. 151st
Seattle 98166
CH 6-2500

Renton Office
Tonkin Bldg., Suite 3
817 S. Third Avenue
Rentoon 98055
BA 6-2056

SOUTHWEST REGIONAL OFFICES

4141 Sixth Avenue, Tacoma 98406
SK 9-2994

Tacoma Office
733 County-City Bldg.
Tacoma 98402
FU 3-3311, Ext. 567

Bremerton Office
205 Dietz Bldg.,
Bremerton 98310
ES 3-1459

Aberdeen Office
207 South "M" St.
Aberdeen 98520
LE 2-3781

Puyallup Office
218 Knight Bldg.,
104 W. Main
Puyallup 98371
TH 5-3052

Port Angeles Office
101½ W. Front St., Rm. 104
Port Angeles 98362
457-8852

Kelso Office
100 North Fourth
Kelso 98626
425-7151

Olympia Office
1209 E. State St.
Olympia 98501
753-7435

Chehalis Office
1153 Chehalis Avenue
Chehalis 98532
748-4511

Vancouver Office
G-110 Courthouse
Vancouver 98660
695-9211

Lakewood Office
10506 Bridgeport Way, S.W.
Suite F
Tacoma 98499
JU 2-3444

EASTERN REGIONAL OFFICE

Room 113, West 222 Mission Avenue
Spokane 99201
FA 8-5868

Spokane Office
West 1707 Broadway Ave.
Spokane 99201
FA 8-7562

Wenatchee Office
Second and Mission Bldg.
Suite 6, Wenatchee 98801
NO 3-4652

Yakima Office
Room 900, Larson Bldg.,
Yakima 98901
GL 3-5685

Walla Walla Office
210 Jones Bldg., 2nd and Main
Walla Walla 99362
JA 5-8120

Pasco Office
1808 W. Lewis
Pasco 99301
547-0589

Dishman Office
East 9822 Sprague Ave.
Spokane 99206
WA 4-5544

Ephrata Office
P. O. Box 155-210, 12th S.W.
Ephrata 99823
SK 4-4502

Colville Office
Stevens County Courthouse
Colville 99144
MU 4-2191

Okanogan Office
Wicks Bldg., 277 Pine
P. O. Box 1038
Okanogan 98840
422-3163

OFFICE OF ADULT CORRECTIONS

The Office of Adult Corrections has responsibility for the operation and maintenance of the State's four adult correctional institutions (including the Women's Institution at Purdy to be placed in operation during 1970). Four honor camps are also operated by the office in conjunction with the various correctional institutions. Addresses and telephone numbers of Adult Correctional installations are:

STATE CENTRAL OFFICE
Institutions Building
P. O. Box 768
Olympia 98501
753-5790

WASHINGTON CORRECTIONS CENTER
P. O. Box 900, Shelton 98584
426-4433

WASHINGTON STATE REFORMATORY
Box 777, Monroe 98272
794-8077

WASHINGTON STATE PENITENTIARY
Box 520, Walla Walla 99362
JA 5-3610

WOMEN'S INSTITUTION AT PURDY
Purdy, Washington

OKANOGAN HONOR CAMP
Loomis 98827 (Seasonal)
223-335

LARCH MOUNTAIN HONOR CAMP
Yacolt 98675
686-3272

WASHOUGAL HONOR CAMP
Rt. 2, Box 444, Washougal 98671
835-3664

CLEARWATER HONOR CAMP
P. O. Box 690, Forks 98331
374-5717

Section VIII

APPENDIX

SUGGESTED READINGS

Reed K. Clegg: **Probation and Parole.** Charles C. Thomas, Springfield, Illinois, 1964, pp. 97-107.

G. I. Giardini: **The Parole Process.** Charles C. Thomas, Springfield, Illinois, 1964, pp. 282-283.

Paul W. Keve: **Imaginative Programming in Probation and Parole.** University of Minnesota Press, Minneapolis, 1967, pp. 260-279.

Charles L. Newman: **Sourcebook on Probation, Parole, and Pardons.** Charles C. Thomas, Springfield, Illinois, 1964, pp. 309-315.

Ivan H. Scheier, Ph.D.: **Using Volunteers in Court Settings.** U.S. Government Printing Office, pp. 107-113.

The Challenge of Crime in a Free Society: The President's Commission on Law Enforcement and Administration of Justice, U.S. Government Printing Office, 1967.

GLOSSARY OF TERMS

aka — Abbreviation for "also known as."

Arson — First Degree: Setting fire to, or burning any dwelling or building in which there is a human being;

Second Degree: Any burning not included in the above.

Assault — First Degree: Assaulting a human with intent to kill;

Second Degree: Assaulting a human with intent to injure;

Third Degree (simple assault): Assault not amounting to either of the above.

Auto Theft — See TMVWOOP.

Board Certification — (Certs) Formal notification of board action in a parole case.

B.P.T.&P. — Frequent abbreviation for Board of Prison Terms and Paroles.

Burglary — Second Degree: Breaking into a building with intent to commit some crime therein. (First Degree charges are rare.)

Cancellation — Probation: (Cancellation of Detainer) A form completed by the Probation Officer which cancels a Detainer earlier placed on a parolee or probationer to keep him in jail.

Carnal Knowledge — Sexual intercourse with a person of opposite sex who is not the spouse of the offender and who is not 18 years old. (Sometimes called "Statutory Rape.")

Cause Number (Cse No.) — A number assigned to criminal proceedings which identifies the particular case with the Court and the Court Clerk. All action in the case will bear this same number.

C.B.H.C. — Abbreviation for Clallam Bay Honor Camp.

CC — Abbreviation for Concurrent. Used where a person is sentenced on two or more separate charges when time on all the charges is served simultaneously. See CS.

CDFS — Abbreviation for Conditional Discharge from Supervision; an order issued by the Board permitting the parolee more freedom.

Check Date — A system for keeping track of cases and of dates which are important in cases. Usually on a short-term basis. See MCD.

Chrono (Chrono Sheet) — Abbreviation for Chronological Sheet, usually kept on the left side of field file, on which the officer keeps running record of events in a case.

CS — Abbreviation for Consecutive; used when a person is sentenced on two or more separate charges and the sentences are served separately. He must complete service of time on the first charge before beginning to serve time on the second, etc. See CC.

DAC — Abbreviation for Divison of Adult Corrections.

Deferred Sentence — One of two kinds of Probation. The Court delays sentencing the defendant for a period of time, permitting him to go into the community under supervision of our agency. See Suspended Sentence and Probation.

Detainer — A written order of the parole officer to a jail giving the jail authority to hold a probationer or a parolee pending further action.

Dismissal — An order signed by the Judge in Deferred Sentence Probation cases which signals successful completion of probation and closed the entire case.

D.O.B. — Abbreviation for "Date of Birth."

D.V.R. — Abbreviation for "Division of Vocational Rehabilitation."

Face Sheet — A single page upon which appears a picture of the parolee or probationer, together with basic information on him in summary form; the top page of the Board file.

Face Sheet Book — A collection of face sheets on all cases supervised by an individual parole officer usually kept in a loose-leaf notebook by the officer.

FD&RCR — Abbreviation for Final Discharge and Restoration of Civil Rights. Issued by the board to totally remove the parolee from parole and to restore his civil rights to him.

Felony — A major crime; a crime for which a person can be sentenced to a penitentiary. Practically all persons under supervision of our agency have committed Felonies.

Forgery — (usually) The crime of signing the name of another person to a check or other document for the purpose of gain. A felony.

Indecent Exposure	Exhibition of the genitals, usually to a person of the opposite sex.
Indecent Liberties	(usually) Sexual molestation of a youngster.
Interstate Compact	An agreement between the 50 states by which each state agrees, under certain circumstances, to accept the parolees and probationers of the other states for supervision. See F.O.S. and O.O.S.
Justice Court	A Court of law whose jurisdiction is the county in which it is located, and which handles cases of misdemeanor nature. See Municipal Court, Superior Court, Misdemeanor.
L.M.H.C.	Abbreviation for Larch Mountain Honor Camp.
Larceny	Grand Larceny: Theft of property having a value of $75.00 or more, or cashing of a bad check and receiving goods therefor whose value exceds $25.00. Petit Larceny (Petty Larceny): Larceny not meeting specifications above.
Mandatory Minimum	(See Minimum Sentence) A minimum sentence which is specifically prescribed by the law. The Board can set a longer minimum in this case but cannot shorten the mandatory minimum.
MAX EX	Abbreviation for Maximum Expiration, or Expiration of the Maximum Sentence which was imposed at the time of sentencing.
Minimum Sentence	A sentence, usually set by the Board, which expresses a minimum of time which must pass before the inmate can be released on parole.
Misdemeanor	A "lesser" crime; one which carries a penalty of a county or city jail sentence plus a fine, as compared with Felony.
Municipal Court	A "city" court which handles infractions of city statutes. This court can sentence only to the city jail.
Negligent Homicide	(usually) Causing the death of a human through negligence or carelessness.
Non Support	(usually) Deliberate failure to provide for the support of minor children.
NTRD	Abbreviation for New Tentative Release Date. See TRD.

O.H.C.	Abbreviation for Okanogan Honor Camp.
OOS	Abbreviation for Out of State; Washington State Parolees and Probationers who are being supervised for us by other States. See F.O.S. and Interstate Compact.
Parole	Release from prison under certain conditions. See Probation.
Petition	(usually) A document which must be signed and notarized and presented to the Court as part of the process for securing dismissal of a deferred sentence. See Deferred Sentence. Dismissal.
Probation	Conditional release from custody into the community for supervision by our agency without the necessity of going to prison. See suspended Sentence. Deferred Sentence, Parole.
Promissory Note	An agreement to repay signed at the time a loan is negotiated. A promissory note must be signed by the parolee when he borrows from the parolee revolving fund. See Revolving Fund.
Rap Sheet	A record of arrests of an individual issued upon agency request by the FBI.
Rape	Sexual intercourse with a female not the wife of the offender and without her consent.
Receiving State	Under the Interstate Compact, the state which receives the parolees and probationers of the other state for supervision.
Recidivist	A person who, having committed a crime, commits another crime at a later date; a "repeater."
Rel	Abbreviation for "release."
Reports Conditional Discharge from Supervision	See above. The officer requests CDFS when he feels maximum benefits have been derived from active supervision.
Final Discharge	See Above. Final Discharge is requested by the parolee in writing to the Board. The Board may request an investigation and report from the parole officer.
Layover Investigation	An investigation and report prepared by the parole officer when the inmate requests a "stopover" in his district while en route, on parole, from the institution to his parole destination.
Personal History	A summary of pertinent information prepared in a new Probation case when a Pre-Sentence investigation has not been prepared.

Placement Investigation	A report on the parole plan in the district prepared by the officer in response to a request for transfer of an out of state parolee or probationer to our state.
Placement Request	Prepared by the officer to initiate transfer of supervision to another state. See Interstate Compact.
Pre-Parole Investigation	A report prepared by the officer on the parole plan in his district for an inmate about to be paroled.
Pre-Sentence	A report prepared by the officer at the request of the Court, with information which the Judge can use in sentencing the defendant.
Progress Report	A report prepared in F.O.S. and parole cases on a quarterly basis with information on the adjustment being achieved by the person under supervision. A routine report.
Request for Dismissal	See Dismissal.
Request for Inactive Status	Prepared to permit closure of probation cases which cannot be closed in any other acceptable way. Directed to the Court.
Request for Loan	Request for a loan for a parolee from the Revolving Fund. See Revolving Fund.
Special Report	A report giving information, or requesting permission which cannot be given nor gotten in any other regular report.
Supplemental Report	A report which adds to information given in a previous report.
Violation Report	A major report which reports on violations of the terms of probation or parole to the Court or to the Board.
Request for Arrest and Detention	A written request of the parole officer addressed to the law enforcement agency, requesting the arrest of a parolee or probationer.
Revoke, Revocation	Board or Court action taken in conjunction with imprisonment as a result of violation of the terms of parole or probation.
Revolving Fund	A Fund established by the Legislature and administered by the Board, from which loans are made to parolees for the purpose of aiding in their adjustment on parole.
Sending State	Under the Interstate Compact, the state from which the parolee or probationer is transferred. See Interstate Compact, OOS, FOS, Receiving State.

S.S. — Suspended Sentence abbreviation. A kind of probation in which the individual is actually sentenced to the institution but in which the Court does not actually commit. See deferred, and probation.

Superior Court — A Court with statewide jurisdiction, capable of hearing felony cases and sentencing on felony convictions. See Justice Court, Municipal Court.

Suspend, Suspension — See under "Warrant."

TMVWOOP — Abbreviation for Taking a Motor Vehicle Without Owner's Permission. See Auto Theft.

Travel Permit — A permit form issued by the officer to permit the parolee or probationer to travel outside the boundaries of the parole district.

TRD — Abbreviation for Tentative Release Date, a date set by the Board, tentatively, for the parole of the inmate. This date can be revised upward or downward by the Board.

Unique Number — A number which is assigned to an individual the first time he enters a state institution. The number is unique to him and remains with him regardless of what other institutions he may enter later.

Vacate, Vacate Order — An order entered by a Court which cancels an earlier Court order. We usually see it when a sentence to an institution is reversed by the Court which originally entered it.

Waiver — Short for "Waiver of Extradition." The waiver is voluntarily signed by the parolee or probationer who wishes to transfer out of state for supervision in another state under the Interstate Compact. He agrees to return to the sending state upon request. See Interstate Compact. Also: Act of a parolee declining his right to an on-site hearing.

Warrant — An order for arrest:

Board Warrants — Suspension Warrant – This warrant permits the parolee to be held. Issued by Parole Board or parole officer.

Cancellation Warrant – This warrant orders the parolee's return to the Department of Institutions.

Revoke and Return – Terminates parole for setting of new minimum term.

Bench Warrants — This warrant is issued by the Superior Court and is an order for the arrest of a Probationer.

W.C.C.	Abbreviation for Washington Corrections Center at Shelton.
W.H.C.	Abbreviation for Washougal Honor Camp.
WSP	Abbreviation for Washington State Penitentiary; also abbreviation for Washington State Patrol.
WSR	Abbreviation for Washington State Reformatory.

Section IX

NOTES

ERIC Clearinghouse
APR 2 8 1971
on Adult Education